

## PROFESSIONAL ENGINEERING APPLICATION AND INSTRUCTIONS

There are two ways for individuals who are currently licensed in another jurisdiction to apply for licensure as a Professional Engineer in Minnesota. Please apply by the method that best fits your situation.

- **Comity** (Similar to reciprocity): Applications will be reviewed based on the education, examination and experience requirements that were in place in Minnesota at the time of the applicant's original licensure. (e.g. If you were originally licensed in 1978, your credentials will be evaluated based on the education, examination and experience requirements that were in place in Minnesota in 1978).

**Note regarding experience:** The applicant's required experience must have been obtained prior to passing the PE exam **and** it must be verified by the applicant's supervisor.

- **Education/Examination/Experience:** Applications will be reviewed based on the education, examination and experience requirements currently in place in Minnesota.

**Note regarding experience:** Applicants may submit verified experience that was obtained after passing the PE exam in order to meet the minimum experience requirement. This application method is for those applicants who did not obtain all of their experience prior to passing the PE exam or for those who are unable to obtain verification of the experience that was obtained prior to the exam.

Experience requirements can be found in MN Rule 1800.2500, Subpart 2a, A and B.

Formal application shall be made under oath (see *Affidavit* page) and filed with the Board accompanied by the appropriate application fee and documentation. The applicant is responsible for providing all required documentation.

*Applications which have not been acted upon by the Board within six months from date of application due to an incomplete application shall be denied by the Board and do not qualify for a refund.*

### APPLICATION FEE:

Include a check or money order made payable to the Minnesota Board of AELSLAGID with your application.

**PE Licensure by Comity -- \$100.00\***

**PE Licensure by Education/Examination/Experience -- \$75.00\***

\*Additional license fee will apply once the application has been approved.

### NCEES RECORD HOLDERS:

Please update and request your record from NCEES to be submitted to the Minnesota Board. You must complete the following parts of the Board's application and submit to the Board office:

1. Questions 1-4 of the application.
2. Read and sign the "Professional Rules of Conduct" (#11) and return with your application.
3. Read and complete the "Affidavit" (#10). This form must be notarized and returned with the application.

4. Verification of current licensure from the base state **in which you reside**. **You must submit this even if verifications are included in the NCEES Council Record.** Follow the instructions below.

\*You do not need to submit transcripts or references – they will be included in the transmittal of your NCEES record.

#### **ALL OTHER APPLICANTS:**

Complete the entire application. **Original** applications must be submitted via U.S. mail. **Copies of an application and/or supporting documentation applications are not accepted by e-mail or fax.** If you have a previous record with the Minnesota Board office and your last name has changed, submit a copy of your marriage certificate or page from a legal document showing name change.

#### **RULES OF PROFESSIONAL CONDUCT:**

All applicants must read and submit one signed copy of the Rules of Professional Conduct (#11) with their completed application. Keep the second (unsigned) copy for your records.

#### **TRANSCRIPT(S):**

Unless you are submitting an NCEES record, you must submit a final official transcript (in a sealed envelope) showing the degree awarded and date of graduation from each university/college attended **in English**. You may request that the college registrar send your final official transcript directly to the Board office. **Do not open the sealed envelope containing your transcript or it will not be considered “official.”**

**NOTE:** If you earned a graduate degree from an engineering program where the bachelor's degree in that discipline of engineering is EAC-ABET-accredited, even though the applicant's bachelor's degree was earned in a non-EAC-ABET-accredited or non-engineering program, a subject analysis evaluation would not be required of the bachelor's degree. Send a copy of your bachelor's degree (Foreign or Domestic) in English.

#### **NON-EAC-ABET ACCREDITED DEGREES:**

All degrees earned in a non-EAC-ABET accredited program must obtain a subject analysis evaluation of their undergraduate degree in order to determine the authenticity and equivalency to an EAC-ABET (Engineering Accreditation Commission) accredited degree. Please refer to the “Memorandum for Foreign and Domestic Engineering Education Evaluation Guidelines” in the application packet.

## VERIFICATION OF EXAMS AND CURRENT LICENSURE:

1. Please refer to the Board's website under the "Examination and Licensure" heading on the main menu and select "Verifications of Exam/Licensure."
2. Read and follow the link to: <https://verify.ncees.org> and select the state Board you are requesting the information from.
3. If the state in which you took the FE and/or PE exam is not listed, contact that state and request that verification of your examination and/or licensure be submitted directly to the Minnesota Board.

\*It is the applicant's responsibility to request verification of examination and licensure and to pay any fees required by another state board.

**\*\* If you passed your Fundamentals of Engineering examination in Minnesota, your information is on file in the Board office and a request for verification is not needed.**

## PRACTICAL AND PROFESSIONAL EXPERIENCE:

Unless you are submitting an NCEES record, you must submit a complete record of your entire career on the enclosed *Practical and Professional Experience Record*. Account for all time from date of graduation to the present. *Attach additional sheets if necessary*. All gaps in employment must be explained. Include all dates by month and year, employers' name and address, name and title of supervisor/person to whom you reported, a description of work performed (including names of clients) and the degree of responsibility held in your position. **A résumé cannot be used in lieu of completing the Practical and Professional Experience record.**

**NOTE: It is the applicant's responsibility to make sure the references initial in the designated area on the *Practical and Professional Experience Record* form.**

## REFERENCE FORMS:

Unless you are submitting an NCEES record, attach a copy of your completed *Practical and Professional Experience Record* (not the entire application) to each *Reference Form* before distributing to your references. The individual(s) providing the reference(s) must place their initials next to the engineering experience they can substantiate, complete the entire reference letter as instructed, and return both items directly to the Board office.

According to Minnesota Rule 1800.2500, Subpart 2a, the number of years of qualifying engineering experience that must be verified by a reference on behalf of the applicant is determined by the level of education completed and the EAC/ABET-accreditation status of the degree program.

Additionally, the required experience must be verified by reference forms, documentation directly from your original state board of licensure or an established National Council of Examiners for Engineering and Surveying (NCEES) record.

**PE Comity Applicants: The required number of years of experience must have been obtained BEFORE you passed the PE examination and must be verified by a minimum of one reference source.**

## **Process for Waiver of Fundamentals of Engineering (FE) Exam While Concurrently Applying by “Education, Examination & Experience”**

Refer to Minnesota Rules 1800.2600 and 1800.2800 as found on the Board’s website at [www.aelslagid.state.mn.us](http://www.aelslagid.state.mn.us). The PE Education, Examination & Experience application packet is on the Board’s website.

### **Step 1:**

- **See MN Rule 1800.2800 for FE waiver eligibility requirements.**
- Complete the entire PE application (*Professional Engineering by Education, Examination & Experience*), as required. Thoroughly follow the instructions given.
- On page 5 of the main application, question #7 *EIT Examination*, write “Request FE Exam Waiver” in the box next to “the state in which you passed the exam.”

### **Step 2:**

- Submit with completed PE application the following:
  - ▶ Two exhibits of engineering work that includes calculations, as stated in MN Rule 1800.2600; **and**
  - ▶ A letter to the Board from the applicant’s employer verifying the degree of involvement and responsibility displayed by the applicant in the conduct of the project exhibited, as stated in MN Rule 1800.2600; **and**
  - ▶ If applicant wants exhibits returned, a financial means for the exhibits to be returned must be provided (FedEx or UPS account number or prepaid mailing envelope). Cash, check or credit card **cannot** be accepted for returning exhibit material; **or**
  - ▶ If applicant does not want the exhibits returned, the statement below must be signed, dated and this form must be sent along with exhibits.

### **RELEASE TO SHRED ORAL INTERVIEW DOCUMENTS:**

I \_\_\_\_\_, authorize the MN Board of  
(applicant’s name printed)

**AELSLAGID to shred the exhibits that I submitted for my FE exam waiver oral**

**Interview.** \_\_\_\_\_  
(Applicant’s Signature)

***Please submit all information with your application.***

**After the application has been reviewed and approved to proceed to the oral telephone interview, the applicant will be contacted to arrange a date and time for the telephone interview.**

Minnesota Board of Architecture, Engineering, Land Surveying, Landscape Architecture, Geoscience and Interior Design (Board of AELSLAGID)  
85 E. 7<sup>th</sup> Place, Suite 160  
St. Paul, MN 55101  
651-296-2388

**STATE OF MINNESOTA**  
**BOARD OF ARCHITECTURE, ENGINEERING, LAND SURVEYING,**  
**LANDSCAPE ARCHITECTURE, GEOSCIENCE AND INTERIOR DESIGN**

85 EAST 7<sup>TH</sup> PLACE, SUITE 160, ST. PAUL, MN 55101-2113

PHONE: (651) 296-2388 FAX: (651) 297-5310

HEARING IMPAIRED • 1-800-627-3529

FOR BOARD'S USE ONLY
Application Number
Date Application Received
Application Fee \$

**APPLICATION FOR LICENSURE AS A  
PROFESSIONAL ENGINEER BY (CHECK ONE)**

\_\_\_ **COMITY (Application Fee: \$100)**

\_\_\_ **EDUCATION, EXAMINATION &  
EXPERIENCE (Application Fee: \$75)**

FOR BOARD'S USE ONLY
License Number
License Fee \$
Date License Issued

**DATA PRACTICES ACT WARNING**

The data which you furnish on this form will be used by the Minnesota State Board of AELSLAGID to assess your qualifications for licensure. You are not legally required to provide this data; however, if you fail to do so, the Board of AELSLAGID may be unable to process this application. After issuance of a professional license, the information contained in this application will be public information, pursuant to Minnesota Statutes, Chapter 13. Under Minnesota Statutes, Chapter 13, Social Security Numbers are not public information.

**All Information, EXCEPT SIGNATURE, Must Be Printed In Ink or Typewritten**

**1. Personal Information – Please complete all sections**

A. What was your **tested** professional engineer exam discipline? \_\_\_\_\_

B. Are you or your spouse an active member of the U.S. military? ☐ No ☐ Yes (priority processing)

Last Name	First Name	Middle Name	Social Security Number (required)	
Former Name		Gender Male      Female	Date of Birth (month, day, year)	
Mailing Street Address	Apt/Suite #	City	State	Zip Code
Is Mailing Address Home or Business?	Business Name, if mailing address is Business		Contact Phone Number	
Present Employer		Present Position		

2. Do you currently hold a license in Minnesota? ☐ No ☐ Yes

If yes, for what profession? \_\_\_\_\_ License #: \_\_\_\_\_

3. Have you ever had a license disciplined, denied, surrendered, suspended or revoked?

☐ No ☐ Yes (If yes, please provide a separate statement of explanation.)

4. Will you be submitting an NCEES Council record? ☐ No ☐ Yes

- If yes, read and sign the Affidavit (# 10) and the Rules of Professional Conduct (# 11) and submit with your application and application fee. You do not need to complete the other portions of the application
- If no, please complete the entire application.

Applicant Name \_\_\_\_\_

5. List other states in which you hold an architect, professional engineer, land surveyor, landscape architect, professional geologist or professional soil scientist license:

State(s) Licensed in:	Data Pertaining to License(s)				Check method for (each) license			
	Profession (including discipline of Engineering)	License Number	Mo. And Year Issued	Is License Current	Written Exam. (No. of hours)	Oral Exam.	Exemption (Grand-father Clause)	Comity

## 6. Education

All statements must be substantiated by submitting an official transcript from each educational institution. Transcripts must arrive in a sealed envelope from the institution.

College or University (Include night or extension work below)	Name and Location of Institution:	Month and Year		Date of Graduation	Degree Received
		From	To		

  

Postgraduate Work	Describe any postgraduate work, giving name of institution, nature of work and degree(s) received.

  

Extension, Night or Correspondence Courses	Give name of institution, courses pursued, dates and indicate whether course was completed.

## 7. Engineer In-Training Examination

The State in Which You Passed the Exam	In-Training #	Month & Year Issued	Number of Hours of Exam	Were you granted a Waiver of the FE exam?

## 8. Practical and Professional Experience

On the following pages, print or type a complete record of your entire professional experience in chronological order. Account for all time from receipt of your degree to the present. Include any intern or co-op experience prior to graduation. All gaps in employment must be explained.

**Attach a copy of your *Practical and Professional Experience Record* to each *Reference Form* before distributing to your references for completion. Please DO NOT send your entire application to your references – only the two forms to be completed.**

Applicant Name \_\_\_\_\_

### Practical and Professional Experience Record

Complete all information for each assignment or engagement. Description of work must accurately describe the character of the work, the degree of responsibility and the location of the work (including clients).

Name of Employer: \_\_\_\_\_ Position Title: \_\_\_\_\_

Address of Employer: \_\_\_\_\_

Name of Supervisor or Person to Whom You Reported: \_\_\_\_\_

Title of Supervisor or Person to Whom You Reported: \_\_\_\_\_

Profession of Supervisor/Person to Whom You Reported: \_\_\_\_\_

License Number of Supervisor/Person to Whom You Reported: \_\_\_\_\_

Dates of Employment: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ to \_\_\_\_ / \_\_\_\_ / \_\_\_\_      Hours worked per week: \_\_\_\_  
Mo    Day    Year    Mo    Day    Year

Description of Work (add additional sheets as needed):

Supervisor must initial next to areas of work which he/she can substantiate	Describe your work in detail, including character of work, the degree of responsibility, the location of the work and clients.

Applicant Name \_\_\_\_\_

### Practical and Professional Experience Record

Complete all information for each assignment or engagement. Description of work must accurately describe the character of the work, the degree of responsibility and the location of the work (including clients).

Name of Employer: \_\_\_\_\_ Position Title: \_\_\_\_\_

Address of Employer: \_\_\_\_\_

Name of Supervisor or Person to Whom You Reported: \_\_\_\_\_

Title of Supervisor or Person to Whom You Reported: \_\_\_\_\_

Profession of Supervisor/Person to Whom You Reported: \_\_\_\_\_

License Number of Supervisor/Person to Whom You Reported: \_\_\_\_\_

Dates of Employment: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ to \_\_\_\_ / \_\_\_\_ / \_\_\_\_      Hours worked per week: \_\_\_\_  
Mo      Day      Year      Mo      Day      Year

Description of Work (add additional sheets as needed):

Supervisor must initial next to areas of work which he/she can substantiate	Describe your work in detail, including character of work, the degree of responsibility, the location of the work and clients.



Applicant Name \_\_\_\_\_

### Practical and Professional Experience Record

Complete all information for each assignment or engagement. Description of work must accurately describe the character of the work, the degree of responsibility and the location of the work (including clients).

Name of Employer: \_\_\_\_\_ Position Title: \_\_\_\_\_

Address of Employer: \_\_\_\_\_

Name of Supervisor or Person to Whom You Reported: \_\_\_\_\_

Title of Supervisor or Person to Whom You Reported: \_\_\_\_\_

Profession of Supervisor/Person to Whom You Reported: \_\_\_\_\_

License Number of Supervisor/Person to Whom You Reported: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ to \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Mo Day Year Mo Day Year Hours worked per week: \_\_\_\_\_

Description of Work (add additional sheets as needed):

Supervisor must initial next to areas of work which he/she can substantiate	Describe your work in detail, including character of work, the degree of responsibility, the location of the work and clients.

Applicant Name \_\_\_\_\_

### Practical and Professional Experience Record

Complete all information for each assignment or engagement. Description of work must accurately describe the character of the work, the degree of responsibility and the location of the work (including clients).

Name of Employer: \_\_\_\_\_ Position Title: \_\_\_\_\_

Address of Employer: \_\_\_\_\_

Name of Supervisor or Person to Whom You Reported: \_\_\_\_\_

Title of Supervisor or Person to Whom You Reported: \_\_\_\_\_

Profession of Supervisor/Person to Whom You Reported: \_\_\_\_\_

License Number of Supervisor/Person to Whom You Reported: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ to \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Mo Day Year Mo Day Year Hours worked per week: \_\_\_\_\_

Description of Work (add additional sheets as needed):

Supervisor must initial next to areas of work which he/she can substantiate	Describe your work in detail, including character of work, the degree of responsibility, the location of the work and clients.

Applicant Name \_\_\_\_\_

### 9. REFERENCES

List the names and addresses of references, other than relatives or members of this Board. These references must have knowledge of the applicant's good moral character, repute, and professional reputation. These references should be the same individuals who can verify your qualifying work experience and to whom you send the reference forms for completion.

List as many references as you need to verify the required number of years of qualifying engineering experience as listed in your *Practical and Professional Experience Record*.

Name	Address (street and number, city, state, zip)	State(s) Licensed in	Profession (including discipline of engineering)

Applicant Name: \_\_\_\_\_

10. AFFIDAVIT FOR LICENSE OR CERTIFICATE IN MINNESOTA  
This form of attestation must be filled in by applicant before the notary public.

State of \_\_\_\_\_

County of \_\_\_\_\_

I, \_\_\_\_\_, being duly sworn, do hereby depose and swear that:

1. I have read and will comply with the provisions of Minnesota Statutes §§ 326.02 – 326.15 (2012) and the Rules and Regulations adopted thereunder;
2. I am not now under any disciplinary proceeding or action, pending or otherwise, in any other jurisdiction;
3. I have never been convicted of a felony;
4. I have not represented myself as an architect, professional engineer, land surveyor, landscape architect, professional geologist, professional soil scientist, or certified interior designer, without proper licensure or certification, either verbally or on any printed matter, in the State of Minnesota, nor will I do so until such time as my license or certificate has been issued by the Minnesota Board of Architecture, Engineering, Land Surveying, Landscape Architecture, Geoscience and Interior Design; and
5. I have not performed or offered to perform architectural, professional engineering, land surveying, landscape architectural, professional geological, professional soil scientific, or certified interior designer services, without proper licensure or certification in the State of Minnesota, nor will I do so until such time as my license or certificate has been issued by the Minnesota Board of Architecture, Engineering, Land Surveying, Landscape Architecture, Geoscience and Interior Design.

\_\_\_\_\_  
Signature of Applicant

Notary Public  
Stamp or Seal

SUBSCRIBED and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

My Commission Expires:

\_\_\_\_\_  
Notary Public Signature

**RECORD OF BOARD (This space not to be used by applicant.)**

Application Withdrawn Date:

**RECOMMEND DENIAL  
OF APPLICATION**

Board Member Signature

Date Signed:

**RECOMMEND APPROVAL  
OF APPLICATION**

Board Member Signature

Date Signed:

## 11. RULES OF PROFESSIONAL CONDUCT

### Read, sign and return this document with your application

#### 1805.0100 PROFESSIONAL CONDUCT.

Subpart 1. **Purpose.** This rule of professional conduct is adopted for the purpose of implementing the laws and rules governing the practice of architecture, engineering, land surveying, landscape architecture, and geoscience including Minnesota Statutes, section 326.11.

Subp. 2. **Scope.** This rule is applicable to and binding upon each person, corporation, or partnership subject to the regulatory jurisdiction of the board and each person subject to the control of the licensee.

Subp. 3. **Imputed knowledge of professional responsibility.** Each licensee who holds a certificate of licensure issued by the board is charged with knowledge of this rule. In the exercise of the privileges and rights granted by the certificate of licensure, the licensee shall conform professional conduct to the public and to the board in accordance with the provisions of this rule, and shall, as a condition of licensure, subscribe to and agree to conduct the practice in accordance with the provisions of this rule.

#### 1805.0200 PERSONAL CONDUCT.

Subpart 1. **Public confidence and personal integrity.** A licensee shall avoid any act which may diminish public confidence in the profession and shall, at all times, conduct himself or herself, in all relations with clients and the public, so as to maintain its reputation for professional integrity.

Subp. 2. **False statements and nondisclosure.** A licensee shall not submit a materially false statement or fail to disclose a material fact requested in connection with the application for certification or licensure in this state or any other state.

Subp. 3. **Knowledge of unqualified applicants.** A licensee shall not further the application for certification or licensure of another person known by the licensee to be unqualified in respect to character, education, or other relevant factor.

Subp. 4. **General prohibitions.** A licensee shall not:

A. circumvent a rule of professional conduct through actions of another;

B. engage in illegal conduct involving moral turpitude;

C. engage in conduct involving dishonesty, fraud, deceit, or misrepresentation;

D. engage in conduct that adversely reflects on the licensee's fitness to practice the profession; or

E. permit the licensee's name or seal to be affixed to plans, specifications, or other documents which were not prepared by or under the direct supervision of the licensee.

#### 1805.0300 CONFLICT OF INTEREST.

Subpart 1. **Employment.** A licensee shall avoid accepting a commission where duty to the client or the public would conflict with the personal interest of the licensee or the interest of another client. Prior to accepting such employment the licensee shall disclose to a prospective client such facts as may give rise to a conflict of interest.

Subp. 2. **Compensation.** A licensee shall not accept compensation for services relating or pertaining to the same project from more than one party unless there is a unity of interest between or among the parties to the project and unless the licensee makes full disclosure and obtains the express consent of all parties from whom compensation will be received.

Subp. 3. **Gifts.** A licensee shall not, directly or indirectly, solicit or accept any compensation, gratuity, or item of value from contractors, their agents, or other persons dealing with the client or employer in connection with the work for which the licensee has been retained without the knowledge and approval of the client or the employer.

Applicant Name: \_\_\_\_\_

**1805.0400 IMPROPER SOLICITATION OF EMPLOYMENT.**

A licensee shall seek and engage in only the professional work or employment the professional is competent and qualified to perform by reason of education, training, or experience.

A licensee shall not falsify or misrepresent the extent of the licensee's education, training, experience, or qualifications to any person or to the public; nor misrepresent the extent of the licensee's responsibility in connection with any prior employment.

A licensee shall not transmit, distribute, or publish or allow to be transmitted, distributed, or published, any false or misleading information regarding the licensee's own qualifications, training, or experience or that of his or her employer, employees, associates, or joint venturers.

A licensee shall not tender any gift, pay, or offer to pay, directly or indirectly, anything of substantial value, whether in the form of a commission or otherwise, as an inducement to secure employment. A licensee is not prohibited from paying a commission to a licensed employment agency for securing a salaried position.

**1805.0500 FALSE OR MALICIOUS STATEMENTS.**

A licensee shall make no false or malicious statements which may have the effect, directly or indirectly, or by implication, of injuring the personal or professional reputation or business of another member of the profession.

**1805.0600 KNOWLEDGE OF IMPROPER CONDUCT BY OTHERS.**

A licensee who has knowledge or reasonable grounds for believing that another member of the profession has violated any statute or rule regulating the practice of the profession shall have the duty of presenting such information to the board.

A licensee, when questioned concerning any alleged violation on the part of another person by any member or authorized representative of the board commissioned or delegated to conduct an official inquiry, shall neither fail nor refuse to divulge such information as the licensee may have relative thereto.

**1805.0700 ACTION BY OTHER JURISDICTION.**

Convictions of a felony without restoration of civil rights, or the revocation or suspension of the certificate of licensure of a licensee by another jurisdiction, if for cause which in the state of Minnesota would constitute a violation of law or of these rules, shall be deemed to be a violation of these rules of professional conduct. Any licensee adjudged mentally incompetent by a court of competent jurisdiction shall, until restored to mental competency, be deemed to be incompetent to practice the profession within the meaning of Minnesota Statutes, section 326.11, subdivision 2.

**1805.0800 EMPLOYMENT ON THE BASIS OF MERIT.**

A licensee as an employer, shall refrain from engaging in any discriminatory practice prohibited by law and shall, in the conduct of the business, employ professional personnel solely upon the basis of merit.

**1805.0900 MISCONDUCT.**

Misconduct within the meaning of Minnesota Statutes, section 326.11, subdivision 1 shall include any act or practice in violation of the rules of professional conduct as set forth in parts 1805.0100 to 1805.0800.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Full Name: \_\_\_\_\_

## Rules of Professional Conduct

**Keep this document for your records.**

### 1805.0100 PROFESSIONAL CONDUCT.

Subpart 1. **Purpose.** This rule of professional conduct is adopted for the purpose of implementing the laws and rules governing the practice of architecture, engineering, land surveying, landscape architecture, and geoscience including Minnesota Statutes, section 326.11.

Subp. 2. **Scope.** This rule is applicable to and binding upon each person, corporation, or partnership subject to the regulatory jurisdiction of the board and each person subject to the control of the licensee.

Subp. 3. **Imputed knowledge of professional responsibility.** Each licensee who holds a certificate of licensure issued by the board is charged with knowledge of this rule. In the exercise of the privileges and rights granted by the certificate of licensure, the licensee shall conform professional conduct to the public and to the board in accordance with the provisions of this rule, and shall, as a condition of licensure, subscribe to and agree to conduct the practice in accordance with the provisions of this rule.

### 1805.0200 PERSONAL CONDUCT.

Subpart 1. **Public confidence and personal integrity.** A licensee shall avoid any act which may diminish public confidence in the profession and shall, at all times, conduct himself or herself, in all relations with clients and the public, so as to maintain its reputation for professional integrity.

Subp. 2. **False statements and nondisclosure.** A licensee shall not submit a materially false statement or fail to disclose a material fact requested in connection with the application for certification or licensure in this state or any other state.

Subp. 3. **Knowledge of unqualified applicants.** A licensee shall not further the application for certification or licensure of another person known by the licensee to be unqualified in respect to character, education, or other relevant factor.

Subp. 4. **General prohibitions.** A licensee shall not:

- A. circumvent a rule of professional conduct through actions of another;
- B. engage in illegal conduct involving moral turpitude;
- C. engage in conduct involving dishonesty, fraud, deceit, or misrepresentation;
- D. engage in conduct that adversely reflects on the licensee's fitness to practice the profession; or
- E. permit the licensee's name or seal to be affixed to plans, specifications, or other documents which were not prepared by or under the direct supervision of the licensee.

### 1805.0300 CONFLICT OF INTEREST.

Subpart 1. **Employment.** A licensee shall avoid accepting a commission where duty to the client or the public would conflict with the personal interest of the licensee or the interest of another client. Prior to accepting such employment the licensee shall disclose to a prospective client such facts as may give rise to a conflict of interest.

Subp. 2. **Compensation.** A licensee shall not accept compensation for services relating or pertaining to the same project from more than one party unless there is a unity of interest between or among the parties to the project and unless the licensee makes full disclosure and obtains the express consent of all parties from whom compensation will be received.

Subp. 3. **Gifts.** A licensee shall not, directly or indirectly, solicit or accept any compensation, gratuity, or item of value from contractors, their agents, or other persons dealing with the client or employer in connection with the work for which the licensee has been retained without the knowledge and approval of the client or the employer.

#### **1805.0400 IMPROPER SOLICITATION OF EMPLOYMENT.**

A licensee shall seek and engage in only the professional work or employment the professional is competent and qualified to perform by reason of education, training, or experience.

A licensee shall not falsify or misrepresent the extent of the licensee's education, training, experience, or qualifications to any person or to the public; nor misrepresent the extent of the licensee's responsibility in connection with any prior employment.

A licensee shall not transmit, distribute, or publish or allow to be transmitted, distributed, or published, any false or misleading information regarding the licensee's own qualifications, training, or experience or that of his or her employer, employees, associates, or joint venturers.

A licensee shall not tender any gift, pay, or offer to pay, directly or indirectly, anything of substantial value, whether in the form of a commission or otherwise, as an inducement to secure employment. A licensee is not prohibited from paying a commission to a licensed employment agency for securing a salaried position.

#### **1805.0500 FALSE OR MALICIOUS STATEMENTS.**

A licensee shall make no false or malicious statements which may have the effect, directly or indirectly, or by implication, of injuring the personal or professional reputation or business of another member of the profession.

#### **1805.0600 KNOWLEDGE OF IMPROPER CONDUCT BY OTHERS.**

A licensee who has knowledge or reasonable grounds for believing that another member of the profession has violated any statute or rule regulating the practice of the profession shall have the duty of presenting such information to the board.

A licensee, when questioned concerning any alleged violation on the part of another person by any member or authorized representative of the board commissioned or delegated to conduct an official inquiry, shall neither fail nor refuse to divulge such information as the licensee may have relative thereto.

#### **1805.0700 ACTION BY OTHER JURISDICTION.**

Convictions of a felony without restoration of civil rights, or the revocation or suspension of the certificate of licensure of a licensee by another jurisdiction, if for cause which in the state of Minnesota would constitute a violation of law or of these rules, shall be deemed to be a violation of these rules of professional conduct. Any licensee adjudged mentally incompetent by a court of competent jurisdiction shall, until restored to mental competency, be deemed to be incompetent to practice the profession within the meaning of Minnesota Statutes, section 326.11, subdivision 2.

#### **1805.0800 EMPLOYMENT ON THE BASIS OF MERIT.**

A licensee as an employer, shall refrain from engaging in any discriminatory practice prohibited by law and shall, in the conduct of the business, employ professional personnel solely upon the basis of merit.

#### **1805.0900 MISCONDUCT.**

Misconduct within the meaning of Minnesota Statutes, section 326.11, subdivision 1 shall include any act or practice in violation of the rules of professional conduct as set forth in parts 1805.0100 to 1805.0800.



## **Instructions to Applicants Regarding the Submission of Reference Forms For Applicants without an NCEES certificate record.**

Print and complete reference forms **according to instructions given below.**

1. Type the name of the reference to whom you are sending the form. References should be supervisors who can verify work experience. In the case of your own firm, please use clients or other licensed professionals you have worked with.

2. Type your name and the Discipline of Engineering for which you are applying, and read, sign and date the Authorization to Release.

The remainder of the page is to be completed by the reference.

3. **Attach a copy of the “Practical and Professional Experience Record” that you are submitting with your application to the Board. Do NOT send your entire application to your references! Advise each reference to initial the part(s) of your experience record with which the reference has personal knowledge.** Failure of the reference to initial the portion(s) of the experience record with which the reference has personal knowledge will result in the voiding of that reference.

4. Send the Reference Form and copy of the Experience Record to each of your references. Include a stamped envelope addressed to the Board office. Your references must return the Reference Form and their initialed copy of the Experience Record directly to the Board office.

If you have questions regarding the reference form process, contact Kathy Berg at 651-757-1513.

Name of Reference: \_\_\_\_\_ Applicant Name \_\_\_\_\_

### REFERENCE FORM

**This form must be completed thoroughly.**

**APPLICANT'S AUTHORIZATION AND RELEASE – THIS RELEASE MUST BE SIGNED BEFORE SENDING TO EMPLOYER.**

I hereby authorize the Board of AELSLAGID to make inquiries of the person listed as a reference on this form with respect to my background and character. I invite full and complete response to all inquiries. I release the reference source(s) and recipients(s) from any and all claims, including claims for libel and slander, which may arise out of the communication of any information to the Board of AELSLAGID by the reference.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

The above named applicant has submitted an application to the Minnesota Board for licensure as a Professional Engineer under the Act to regulate the Practice of Architecture, Professional Engineering, Land Surveying, Landscape Architecture, Geoscience and Interior Design, Minnesota Statutes Sections 326.02 to 326.15.

The Applicant has referred to you as having knowledge of his/her personal and professional qualifications. The Board requests your cooperation in making its evaluation of the applicant more complete by giving a true answer to the following questions. These answers are to be given by you of your own personal knowledge, without assistance from the applicant. The record of the applicant, as recorded here by you, will be accepted by the Board as a deliberate act made for the express purpose of acquainting the Board with the facts, as you see them, relative to the applicant's competency to practice the profession for which she/he has applied for licensure. All information secured from references is for use by the Board. **Complete all of the information requested below and make any additional comments that may be of value to the Board in evaluating this application.**

1. How many years have you known the applicant? \_\_\_\_\_

2. What is the applicant's usual and customary occupation? \_\_\_\_\_

3. Has the applicant ever rendered you professional service(s) as a(n):

☐ Architect ☐ Professional Engineer ☐ Land Surveyor ☐ Landscape Architect

☐ Professional Geologist ☐ Professional Soil Scientist

What year? \_\_\_\_\_ Explain the nature of the service provided: \_\_\_\_\_

4. What has been your association with the applicant?

☐ Employer ☐ Employee ☐ Business Partner ☐ Professional Associate ☐ Client

• During what specific period of time (month/year to month/year): \_\_\_\_\_

• Explain the nature of the association: \_\_\_\_\_

Date: \_\_\_\_\_

Profession & Discipline \_\_\_\_\_

Signature: \_\_\_\_\_

Remarks: \_\_\_\_\_

Printed Name \_\_\_\_\_

Licensed in the state(s) of \_\_\_\_\_

#### INSTRUCTIONS TO INDIVIDUAL PROVIDING REFERENCE:

Complete, sign and return this form to the Board office at 85 E. 7<sup>th</sup> Place, Suite 160, St. Paul, MN 55101 as soon as possible. This form must accompany the Practical and Professional Experience page(s) on which you initialed next to the applicant's work experience you can substantiate.

Name of Reference: \_\_\_\_\_ Applicant Name \_\_\_\_\_

### REFERENCE FORM

This form must be completed thoroughly.

#### APPLICANT'S AUTHORIZATION AND RELEASE – THIS RELEASE MUST BE SIGNED BEFORE SENDING TO EMPLOYER.

I hereby authorize the Board of AELSLAGID to make inquiries of the person listed as a reference on this form with respect to my background and character. I invite full and complete response to all inquiries. I release the reference source(s) and recipients(s) from any and all claims, including claims for libel and slander, which may arise out of the communication of any information to the Board of AELSLAGID by the reference.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

The above named applicant has submitted an application to the Minnesota Board for licensure as a Professional Engineer under the Act to regulate the Practice of Architecture, Professional Engineering, Land Surveying, Landscape Architecture, Geoscience and Interior Design, Minnesota Statutes Sections 326.02 to 326.15.

The Applicant has referred to you as having knowledge of his/her personal and professional qualifications. The Board requests your cooperation in making its evaluation of the applicant more complete by giving a true answer to the following questions. These answers are to be given by you of your own personal knowledge, without assistance from the applicant. The record of the applicant, as recorded here by you, will be accepted by the Board as a deliberate act made for the express purpose of acquainting the Board with the facts, as you see them, relative to the applicant's competency to practice the profession for which she/he has applied for licensure. All information secured from references is for use by the Board. **Complete all of the information requested below and make any additional comments that may be of value to the Board in evaluating this application.**

1. How many years have you known the applicant? \_\_\_\_\_

2. What is the applicant's usual and customary occupation? \_\_\_\_\_

3. Has the applicant ever rendered you professional service(s) as a(n):

\_\_\_ Architect \_\_\_ Professional Engineer \_\_\_ Land Surveyor \_\_\_ Landscape Architect

\_\_\_ Professional Geologist \_\_\_ Professional Soil Scientist

What year? \_\_\_\_\_ Explain the nature of the service provided: \_\_\_\_\_

4. What has been your association with the applicant?

\_\_\_ Employer \_\_\_ Employee \_\_\_ Business Partner \_\_\_ Professional Associate \_\_\_ Client

• During what specific period of time (month/year to month/year): \_\_\_\_\_

• Explain the nature of the association: \_\_\_\_\_

Date: \_\_\_\_\_

Profession & Discipline \_\_\_\_\_

Signature: \_\_\_\_\_

Remarks: \_\_\_\_\_

Printed Name \_\_\_\_\_

Licensed in the state(s) of \_\_\_\_\_

#### INSTRUCTIONS TO INDIVIDUAL PROVIDING REFERENCE:

Complete, sign and return this form to the Board office at 85 E. 7<sup>th</sup> Place, Suite 160, St. Paul, MN 55101 as soon as possible. This form must accompany the Practical and Professional Experience page(s) on which you initialed next to the applicant's work experience you can substantiate.

Name of Reference: \_\_\_\_\_ Applicant Name \_\_\_\_\_

### REFERENCE FORM

This form must be completed thoroughly.

#### APPLICANT'S AUTHORIZATION AND RELEASE – THIS RELEASE MUST BE SIGNED BEFORE SENDING TO EMPLOYER.

I hereby authorize the Board of AELSLAGID to make inquiries of the person listed as a reference on this form with respect to my background and character. I invite full and complete response to all inquiries. I release the reference source(s) and recipients(s) from any and all claims, including claims for libel and slander, which may arise out of the communication of any information to the Board of AELSLAGID by the reference.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

The above named applicant has submitted an application to the Minnesota Board for licensure as a Professional Engineer under the Act to regulate the Practice of Architecture, Professional Engineering, Land Surveying, Landscape Architecture, Geoscience and Interior Design, Minnesota Statutes Sections 326.02 to 326.15.

The Applicant has referred to you as having knowledge of his/her personal and professional qualifications. The Board requests your cooperation in making its evaluation of the applicant more complete by giving a true answer to the following questions. These answers are to be given by you of your own personal knowledge, without assistance from the applicant. The record of the applicant, as recorded here by you, will be accepted by the Board as a deliberate act made for the express purpose of acquainting the Board with the facts, as you see them, relative to the applicant's competency to practice the profession for which she/he has applied for licensure. All information secured from references is for use by the Board. **Complete all of the information requested below and make any additional comments that may be of value to the Board in evaluating this application.**

1. How many years have you known the applicant? \_\_\_\_\_

2. What is the applicant's usual and customary occupation? \_\_\_\_\_

3. Has the applicant ever rendered you professional service(s) as a(n):

\_\_\_ Architect \_\_\_ Professional Engineer \_\_\_ Land Surveyor \_\_\_ Landscape Architect

\_\_\_ Professional Geologist \_\_\_ Professional Soil Scientist

What year? \_\_\_\_\_ Explain the nature of the service provided: \_\_\_\_\_

4. What has been your association with the applicant?

\_\_\_ Employer \_\_\_ Employee \_\_\_ Business Partner \_\_\_ Professional Associate \_\_\_ Client

• During what specific period of time (month/year to month/year): \_\_\_\_\_

• Explain the nature of the association: \_\_\_\_\_

Date: \_\_\_\_\_

Profession & Discipline \_\_\_\_\_

Signature: \_\_\_\_\_

Remarks: \_\_\_\_\_

Printed Name \_\_\_\_\_

Licensed in the state(s) of \_\_\_\_\_

#### INSTRUCTIONS TO INDIVIDUAL PROVIDING REFERENCE:

Complete, sign and return this form to the Board office at 85 E. 7<sup>th</sup> Place, Suite 160, St. Paul, MN 55101 as soon as possible. This form must accompany the Practical and Professional Experience page(s) on which you initialed next to the applicant's work experience you can substantiate.

Name of Reference: \_\_\_\_\_ Applicant Name \_\_\_\_\_

### REFERENCE FORM

This form must be completed thoroughly.

#### APPLICANT'S AUTHORIZATION AND RELEASE – THIS RELEASE MUST BE SIGNED BEFORE SENDING TO EMPLOYER.

I hereby authorize the Board of AELSLAGID to make inquiries of the person listed as a reference on this form with respect to my background and character. I invite full and complete response to all inquiries. I release the reference source(s) and recipients(s) from any and all claims, including claims for libel and slander, which may arise out of the communication of any information to the Board of AELSLAGID by the reference.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

The above named applicant has submitted an application to the Minnesota Board for licensure as a Professional Engineer under the Act to regulate the Practice of Architecture, Professional Engineering, Land Surveying, Landscape Architecture, Geoscience and Interior Design, Minnesota Statutes Sections 326.02 to 326.15.

The Applicant has referred to you as having knowledge of his/her personal and professional qualifications. The Board requests your cooperation in making its evaluation of the applicant more complete by giving a true answer to the following questions. These answers are to be given by you of your own personal knowledge, without assistance from the applicant. The record of the applicant, as recorded here by you, will be accepted by the Board as a deliberate act made for the express purpose of acquainting the Board with the facts, as you see them, relative to the applicant's competency to practice the profession for which she/he has applied for licensure. All information secured from references is for use by the Board. **Complete all of the information requested below and make any additional comments that may be of value to the Board in evaluating this application.**

1. How many years have you known the applicant? \_\_\_\_\_

2. What is the applicant's usual and customary occupation? \_\_\_\_\_

3. Has the applicant ever rendered you professional service(s) as a(n):

☐ Architect ☐ Professional Engineer ☐ Land Surveyor ☐ Landscape Architect

☐ Professional Geologist ☐ Professional Soil Scientist

What year? \_\_\_\_\_ Explain the nature of the service provided: \_\_\_\_\_

4. What has been your association with the applicant?

☐ Employer ☐ Employee ☐ Business Partner ☐ Professional Associate ☐ Client

• During what specific period of time (month/year to month/year): \_\_\_\_\_

• Explain the nature of the association: \_\_\_\_\_

Date: \_\_\_\_\_

Profession & Discipline \_\_\_\_\_

Signature: \_\_\_\_\_

Remarks: \_\_\_\_\_

Printed Name \_\_\_\_\_

Licensed in the state(s) of \_\_\_\_\_

#### INSTRUCTIONS TO INDIVIDUAL PROVIDING REFERENCE:

Complete, sign and return this form to the Board office at 85 E. 7<sup>th</sup> Place, Suite 160, St. Paul, MN 55101 as soon as possible. This form must accompany the Practical and Professional Experience page(s) on which you initialed next to the applicant's work experience you can substantiate.

Name of Reference: \_\_\_\_\_ Applicant Name \_\_\_\_\_

### REFERENCE FORM

**This form must be completed thoroughly.**

#### APPLICANT'S AUTHORIZATION AND RELEASE – THIS RELEASE MUST BE SIGNED BEFORE SENDING TO EMPLOYER.

I hereby authorize the Board of AELSLAGID to make inquiries of the person listed as a reference on this form with respect to my background and character. I invite full and complete response to all inquiries. I release the reference source(s) and recipients(s) from any and all claims, including claims for libel and slander, which may arise out of the communication of any information to the Board of AELSLAGID by the reference.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

The above named applicant has submitted an application to the Minnesota Board for licensure as a Professional Engineer under the Act to regulate the Practice of Architecture, Professional Engineering, Land Surveying, Landscape Architecture, Geoscience and Interior Design, Minnesota Statutes Sections 326.02 to 326.15.

The Applicant has referred to you as having knowledge of his/her personal and professional qualifications. The Board requests your cooperation in making its evaluation of the applicant more complete by giving a true answer to the following questions. These answers are to be given by you of your own personal knowledge, without assistance from the applicant. The record of the applicant, as recorded here by you, will be accepted by the Board as a deliberate act made for the express purpose of acquainting the Board with the facts, as you see them, relative to the applicant's competency to practice the profession for which she/he has applied for licensure. All information secured from references is for use by the Board. **Complete all of the information requested below and make any additional comments that may be of value to the Board in evaluating this application.**

1. How many years have you known the applicant? \_\_\_\_\_

2. What is the applicant's usual and customary occupation? \_\_\_\_\_

3. Has the applicant ever rendered you professional service(s) as a(n):

☐ Architect ☐ Professional Engineer ☐ Land Surveyor ☐ Landscape Architect

☐ Professional Geologist ☐ Professional Soil Scientist

What year? \_\_\_\_\_ Explain the nature of the service provided: \_\_\_\_\_

4. What has been your association with the applicant?

☐ Employer ☐ Employee ☐ Business Partner ☐ Professional Associate ☐ Client

• During what specific period of time (month/year to month/year): \_\_\_\_\_

• Explain the nature of the association: \_\_\_\_\_

Date: \_\_\_\_\_

Profession & Discipline \_\_\_\_\_

Signature: \_\_\_\_\_

Remarks: \_\_\_\_\_

Printed Name \_\_\_\_\_

Licensed in the state(s) of \_\_\_\_\_

#### INSTRUCTIONS TO INDIVIDUAL PROVIDING REFERENCE:

Complete, sign and return this form to the Board office at 85 E. 7<sup>th</sup> Place, Suite 160, St. Paul, MN 55101 as soon as possible. This form must accompany the Practical and Professional Experience page(s) on which you initialed next to the applicant's work experience you can substantiate.

## VERIFICATION OF EXAMS AND CURRENT LICENSURE

1. Go to <https://verify.ncees.org> and select "Minnesota" for the Board to which you would like your verification sent.
2. On the next screen, select the state in which you took your exam and/or are currently licensed or certified. Complete the rest of the questions and submit your request.  
**\*Note: if the state from which you are requesting verification requires a fee, you must pay that fee before your verification will be completed and submitted to the Minnesota Board.**
3. The state from which you are requesting verification will receive your request electronically. That Board will complete the verification and submit it electronically to the Minnesota Board.

# MEMORANDUM

**TO:** Applicants to the Fundamentals of Engineering (FE) Examination, and  
Applicants to the Principles and Practices of Engineering (PE) Examination, and  
Applicants for PE Licensure by Comity or Examination

**SUBJECT:** FOREIGN and DOMESTIC Engineering Education Evaluation Guidelines

All applicants who have been educated outside the United States and Canada must have their transcripts evaluated. The education shall be accepted only if it is determined to be equivalent to the content of the Engineering Accreditation Commission (EAC)/ABET-accredited curriculum required for a Bachelor of Science degree in engineering.

**A SUBJECT ANALYSIS EVALUATION IS REQUIRED** in order to determine if the degree meets minimum requirements of engineering science and design credits (48 semester or 72 quarter credit hours).

Applicants who have been educated in the United States, but their degree program is not accredited by EAC/ABET, must have their degree evaluated in order to determine if their degree program meets MN Rules for engineering science and design credits. The same guidelines apply as stated above.

**Note:** Engineering Technology certificates or degrees accredited by the Technology Accreditation Commission (TAC/ABET), under most circumstances, do NOT meet the requirements for engineering science and design credits as required by the Board. NCEES Credentials Evaluations does not typically evaluate engineering technology degrees and requires special approval by the Board to complete the evaluation. If you have a TAC/ABET accredited degree and wish to have it evaluated, please contact the Board office for instruction.

Licensed engineers educated in Canada are not required to have their transcripts evaluated if their graduating college/university is recognized under the Washington Accord. The Washington Accord is a mutual recognition agreement formed between ABET and the Canadian Engineering Accreditation Board of the Council of Professional Engineers.

Contact one of the following companies to obtain an education evaluation report:

<b>NCEES Credentials Evaluations</b> P.O. Box 1686 Clemson, SC 29633 Phone: (800)-250-3196 Website: <a href="http://www.NCEES.org">www.NCEES.org</a>	<b>Foreign and U.S. degrees</b>
<b>Educational Credential Evaluators (ECE)</b> P.O. Box 514070 Milwaukee, WI 53203-3470 Phone: (414) 289-3400 Website: <a href="http://www.ece.org">www.ece.org</a>	<b>Foreign transcripts only</b>

**The original evaluation report must be sent directly from the evaluation service to the Minnesota Board office either by U.S. Mail or electronically. No copies will be accepted.**



# AUTHORIZATION TO RELEASE APPLICANT INFORMATION

MINNESOTA BOARD OF ARCHITECTURE, ENGINEERING, LAND SURVEYING, LANDSCAPE  
ARCHITECTURE,  
GEOSCIENCE AND INTERIOR DESIGN  
(AELSLAGID)  
85 East Seventh Place, Suite 160  
St. Paul, MN 55101

Applicant data is classified as private or confidential under the Minnesota Data Practices Act. However, I **hereby waive my rights under the Minnesota Data Practice Act and authorize** the Minnesota Board of Architecture, Engineering, Land Surveying, Landscape Architecture, Geoscience and Interior Design (Board) to provide information contained in my application materials, including any documents, to

---

(insert name of the individual who may receive information).

I understand that I am not legally required to sign this form. The purpose of this authorization is to facilitate the processing of my application. This authorization automatically expires one year after this date.

---

Signature of Applicant

---

Printed Name of Applicant

---

Date

**\*\* THIS FORM IS NOT REQUIRED. Complete only if you intend for someone besides yourself to contact the Board office for the status of your application (i.e. administrative assistant, spouse, etc.).**